

Brainse an Iarbhunoideachais  
An Roinn Oideachais agus Eolaíochta  
Cor na Madadh,  
Baile Átha Luain,  
Co. na hIarMhí.

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Post-Primary Administration  
Department of Education and Science,  
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Circular 0105/2008

**To: The Secretary of the Board of Management of Community and Comprehensive schools**

**Re: Insurance Arrangements for pupils on Work Experience Modules in Community/Comprehensive Schools (Circular 0105/2008)**

Schools will be aware that the general indemnity normally applicable to Board of Management of Community/Comprehensive Schools does not cover pupils placed with employers for the purpose of obtaining work experience as part of their school programme. Accordingly, revised insurance arrangements for pupils concerned were put in place in 1996 following consultations between the Department and the Association of Community and Comprehensive Schools. The revised arrangements involve the execution of an insurance policy in the name of the Minister for Education and Science with Irish Public Mutual Bodies Insurance Ltd. A copy of the actual policy was circulated to schools in March 1996. It is now proposed to extend these arrangements for a further year commencing on 1<sup>st</sup> January 2009 to 31<sup>st</sup> December 2009.

The policy provides employer liability indemnity, subject to the following conditions:

- The limit of the indemnity provided will be €13,000,000 on any one accident, unlimited in any one period of insurance.
- The policy applies terrorism exclusion.
- The policy only operates to indemnify the Employer in the event of personal injury to the pupil.
- Liability arising from the list of excluded activities, as set out in the attached cover note, is not covered.

In addition the Department advises that

- The normal report procedures regarding accidents and claims will continue to apply.
- The Board of Management and members of the teaching staff will continue to be fully indemnified against claims arising from the discharge of their duties in relation to work experience programmes under the existing general indemnity.

- These arrangements do not impinge on the school constitution, i.e. deed of trust.
- Principals/Course Organiser's should satisfy themselves with regard to the general suitability of employers' premises prior to any placement being made which may include an inspection of same as necessary. All employers are required to furnish evidence of a Safety Statement as required by Section 12 of the Safety Health & Welfare at Work Act 1989.
- A copy of the attached cover note may be given to the employer as evidence of insurance cover for pupils engaged.

Please note that Irish Public Bodies Mutual Insurances Ltd have advised that if employers in Northern Ireland are seeking an indemnity that they are prepared to provide the same insurance cover to those employers as they do to employers in the State.

Should schools require any further clarification on any aspect of these arrangements, you may address your query directly to David Malone/Peter Doyle, 12/14 Lower Mount Street, Dublin 2 or on (01) 6395510/6395559.

Brian Brogan  
Principal Officer.

December 2008